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# **YOUR FIRST JOB**

## **CHOOSING IT . . . GETTING IT . . . KEEPING IT!!!**

Preparing to succeed in a career is one of the most important activities of your life. Here are some tips prepared by experts in the field of Personnel and Industrial Relations that can be of great help to you before you venture out into the business world.

All the answers aren't here. It's too complicated a subject. However, we know from experience that success on the job doesn't just happen. It's the result of preparation. This booklet is designed to help you prepare for a rewarding and successful future.



## ***Your Future – A Major Decision***



### **"SHOULD I CONTINUE MY EDUCATION?"**

This is a question we all have to face up to at one time or another. We must all make the decision whether to continue through school or to go to work. This is a serious matter and deserves careful consideration. Here are some of the factors to consider:

## **REASONS FOR CONTINUING YOUR EDUCATION MIGHT BE:**

1. Jobs are more plentiful if you have more training.
  - a. Of 85 jobs usually offered young people, only 23 do not require a high school diploma, and the 23 will decrease with the increasing complexity of the machine age.
  - b. Of young people who are unemployed, there are 50% more who are non-high school graduates than who are graduates.
2. The more education you have, the higher your income is likely to be.

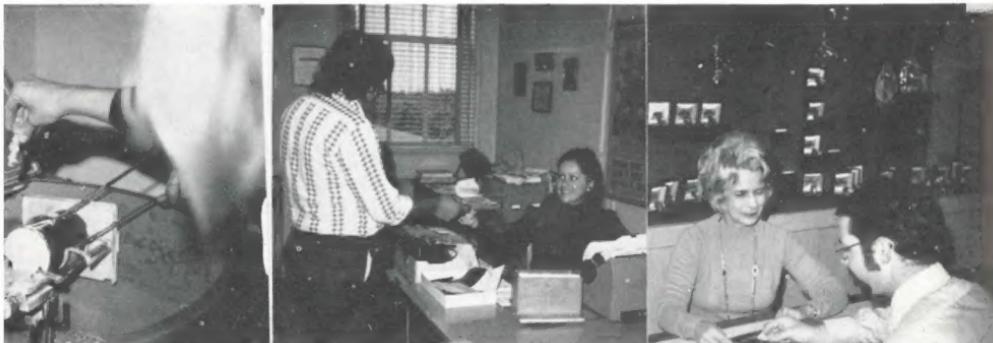
## **REASONS FOR NOT CONTINUING YOUR EDUCATION MIGHT BE:**

1. You need money to help the family, or to help send a brother or sister on to school.
2. Learning the things expected of you in school may be difficult.
3. School has already prepared you well for the kind of work you want to do.
4. Your parents question the value of a higher education for you.
5. You can get an education somewhere else — the military services, vocational schools, apprenticeship, and on-the-job training, or night school.

After you have added up all the advantages of going on for more education and all the advantages of leaving school, you may decide to take a job now. This step may seem like a big one. It may seem frightening, but it's just another interesting step in your journey through life.

You probably have had several jobs before. You may have made some money baby sitting, mowing lawns, working as a sales clerk, or boxing groceries at the market. But, somehow or other, this time you're a little more serious about the whole business. A new door is opening to a new world, a new way of living.

## ***What Would You Like To Do?***



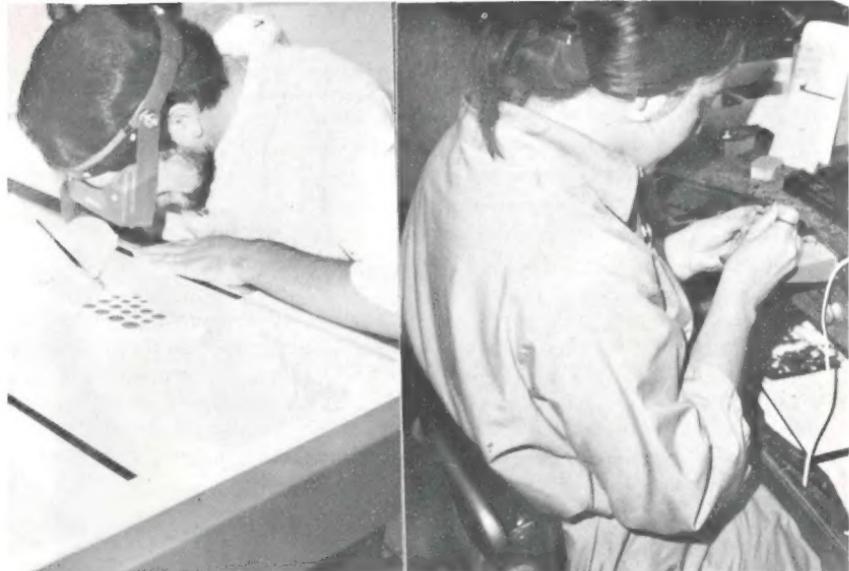
A review of your education, interests, and work experience up to the present time will help you to make a good job choice. You have been getting ready for this step all your life.

Your counselor, teachers, parents and friends can all help you to consider this information about yourself. It's always safer to plan a course of action before you take it. You have to make your own decisions, but you can make a sounder decision if you have competent help.

Remember, work is fun when you feel you are in the right spot and when you are producing something. It gives you a feeling of independence. Sure, money is important. It buys some of the things you need to live a good life. But money will come as you succeed in your work, and you will succeed best at work you like.

# *What Job Is Best For You?*

**THERE IS ALWAYS A RIGHT PLACE FOR EVERYONE.**



There are long-term occupational goals and immediate ones. For example, you may want to be an office manager eventually. More immediately you will need to get a job as a mail or file clerk. Jobs as car cleaner and service station attendant may lead to mechanical or sales positions.

Weigh long run advantages offered by jobs you are considering against immediate gains. Select a job that has promotional opportunities. On-the-job training is provided by some employers.

When it comes to looking for a job, your school counselor can probably help you. If you are a high school or college student, take advantage of the services provided by your school placement office. Other sources of job information and help are private employment agencies, the State Employment Development Department and Employers.

On the following page you will see an information sheet. This is for your own reference. Please take the time to fill it out as completely as possible. From this form you should be able to spot your qualifications and identify what you excel in:

# ***KNOW YOUR QUALIFICATIONS:***

**In the spaces provided, answer the following questions:**

1. List in order of your preference the job or profession at which you hope to be working five years from now:

1. Business Services  
2. Office Work  
3. Teacher or Doctor's aide

2. Name three characteristics or requirements of the job or profession which you have chosen:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

3. Do you feel you have or will have these characteristics? Please explain how you plan to acquire them:

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4. List five subjects, activities or projects in which you are strongly involved or interested:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

5. List three subjects in which you did your best work at school:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

6. What are the three qualities of your personality you think are the best:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

7. What are the three qualities of your personality you think are the worst and could stand some improvement:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

8. What Languages do you know?      **Read**      **Write**      **Speak**

1. English                    
2. \_\_\_\_\_  
3. \_\_\_\_\_

9. List all Licenses, Certificates, etc. you have attained:

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10. List all skills you have and all the machines you can operate and at what capacities:

Electronic calculator  
Typewriter  
Power

# *How Do You Get The Job?*

## **GETTING JOB LEADS:**

**THERE IS NO SUBSTITUTE FOR PERSONAL CONTACT!**



You can discover leads to the job you want by contacting these sources:

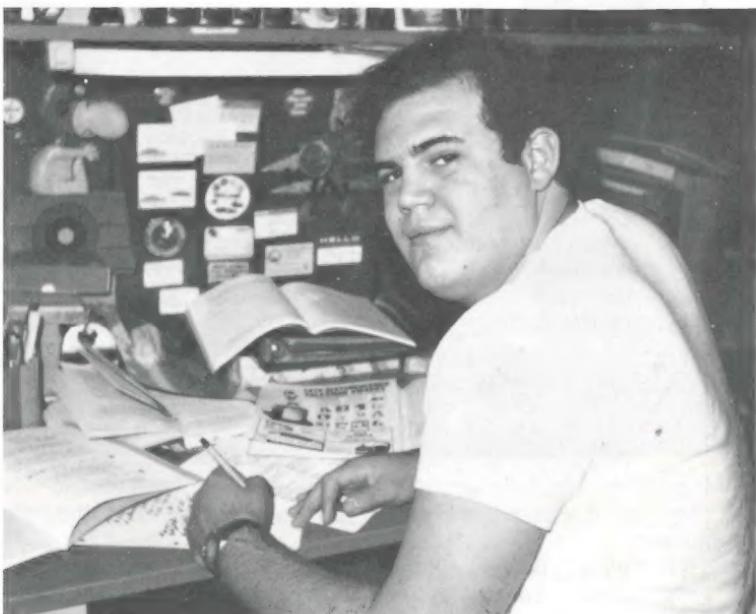
1. If in college, contact the college job placement office. They maintain files on many companies and can often arrange interviews for you.
2. High School Vocational or regular school counselors can recommend companies that have jobs requiring your particular skills and abilities.
3. Read the classified sections of local newspapers to learn where openings exist. Then apply through those companies.
4. Talk to your friends and neighbors. Let them know you are looking for work and the kind of work you prefer.
5. Register at State Employment Development Departments.
6. Advertise in the Situations Wanted Section of your local newspaper to let the public know you are available.

## *How To Get An Interview*

One way to get an interview is to apply for the job by presenting yourself on paper in the form of a personal data sheet, usually called a resume.

A well prepared resume can be mailed to many employers without the time and cost required to visit each one personally. Your resume must represent you accurately and adequately. It may open the door to a personal interview.

There is no better way to write a resume than to fill in the following pages. They will give you an idea of the important points to include, as well as the format in which the information may be presented.



Typewritten resumes are acceptable but mimeographed or Xerox copies are better and less costly for multiple copies. The resume should be limited to one page if possible.

Cover letters are not required for resumes if they are mailed to companies in response to advertisements. However, it is wise to write a short letter to send with your resume if you are applying for a specific position.

Most employers do not acknowledge receipt of resumes unless qualified applicants for present or potential vacancies apply.

# Sample Resume

GENE L. KOENIGSBERG  
6726 Dickson Street  
Lakewood, California 90713  
425-4975 — 429-5872

Age: 18 years Height: 6' 1 1/2" Weight: 240 lbs.  
Marital Status: Single Birthdate: October 5, 1956 Birthplace: Long Beach, Ca.

## EDUCATION:

Lakewood Senior High School  
4400 Briercrest Avenue  
Lakewood, California 90713

GRADUATE: June 12, 1974

Long Beach City College  
4901 E. Carson Street  
Long Beach, California 90808  
Major: Business Administration

## WORK EXPERIENCE:

Brand Jewelers  
5014 Hazelbrook Ave.  
Lakewood, Calif. 90713

November, 1974 to  
Present

Jewelry Salesman

Van-Lightner  
1731 Reynolds Street  
Irvine, California

October, 1974 to  
Present

Design Consultant

Lawson's Jewelers  
9130 Stonewood Lane  
Downey, California

May, 1974 to  
October, 1974

Jewelry Salesman—  
left due to school  
load in college

## HONORS AND AWARDS:

1st place State winner — Studies in Marketing — Jewelry Industry, March, 1974.  
4th place National winner — Studies in Marketing — Jewelry Industry, May, 1974.  
3rd place State winner — Student of the Year — Male, March, 1974.  
1st place Southern California winner — Mr. Business, February, 1974.  
Outstanding Salesman Award from Sales and Marketing Executives, February, 1974.

## SPECIAL SKILLS:

Typing—55 words per minute  
10 Key by touch

All Xerox & Thermo-Fax Machines  
All printing & mimeographing machines

# Sample Letter Of Application

3524 Coolidge Street  
Santa Ana, California 92703  
November 30, 197--

Santa Ana Press  
P.O. Box 453  
Santa Ana, California 92705

Gentlemen:

Your advertisement in today's PRESS interests me very much. I have always hoped when I finished college that I would be able to obtain a position in a small office. I feel the work is more varied than in a large office, and I enjoy the challenge of a variety of work.

On June 10, I'll be graduated from the Executive's Training Course at Santa Ana Junior College. In addition to my skills in Shorthand and Typing, I have had intensive training in Business Machines and a course in Business English that stressed correct grammar and spelling. Other business subjects I have had are listed in the enclosed resume.

I shall be ready to begin work on June 14, which is the Monday following Commencement. You may reach me at the college office or by calling my home, 557-8120. I will appreciate an interview at your earliest convenience.

Sincerely yours,  
Joan Miller

Enclosure

# APPLICATION FOR EMPLOYMENT (Non-Exempt Positions)

Position Applied For: \_\_\_\_\_

Date: 9/13/88

Name: Martin Felsenfeld  
Address: 701 N. Laura St., La Habra, CA 90631  
How long in this city? 10 yrs. Phone: (213) 694-2333 Social Security No.: 558-96-2626

## PERSONAL DATA

How will you get to work? Walk  Auto  Bus  Other  Age, if minor or over 64: 18

What prompted you to work here? Company Image  Agency  Friend  Relative  Newspaper

Other \_\_\_\_\_

Do you have the legal right to remain permanently in U.S.? Yes  No  If no, Visa Number: \_\_\_\_\_

Would you be willing to relocate? Yes  No  If yes, do you: Own home  Rent  Live with others?

Will you work any shift? Yes  No  If yes, shift preferred \_\_\_\_\_

No, shift you will work \_\_\_\_\_

Do you have any family, business, health or social obligations that would prevent you from:

Working Consistently: Yes  No  Working Overtime: Yes  No  Traveling: Yes  No

Yes to any of above, explain \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If yes, explain \_\_\_\_\_

## PHYSICAL CONDITION

Can you or are you willing to lift? LBS. 10 25  50 75 100

Seldom  Occasionally  Frequently

Do you have a temporary disability that will require absence from work for an extended period? Yes  No

If yes, explain \_\_\_\_\_

List all permanent disabilities: \_\_\_\_\_

Have you ever filed for Workmen's Compensation? Yes  No

If yes, did you receive any award? Yes  No  Percentage disability \_\_\_\_\_ %

Have you missed any work during the past six months due to illness? Yes  No

If yes, explain \_\_\_\_\_

## J.S. MILITARY SERVICE

Service Branch \_\_\_\_\_ Initial Rank \_\_\_\_\_ Final Rank \_\_\_\_\_ Specialty \_\_\_\_\_

Special training received \_\_\_\_\_

## SKILLS

Foreign Languages: Read \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_

Machines Operated Calculator, Typewriter Type Yes  No  W.P.M. \_\_\_\_\_

Read Blue Prints: Yes  No  Schematics: Yes  No  Take Shorthand: Yes  No  W.P.M. \_\_\_\_\_

Other Training: Painting \_\_\_\_\_

School Attended	Name	Address	Circle Last Grade Completed	Major	Minor
Last Elementary	21222a. 119-2-2	1001 3rd St. Bldg. 4	1 2 3 4 5 6 7 8 9		
Last High School			1 2 3 4		
Junior College			1 2		
College or Univ.			1 2 3 4		
Graduate School			1 2 3 4		
Trade School			1 2 3 4		
Adult Education or Special Training					

#### EMPLOYMENT RECORD

Other Name(s) under which employment may be verified

List all jobs, military service, self-employment in the United States, beginning with present:

Company Name Address	Dates Empl. Mo. Yr.	Base Rate of Pay	Type Of Work Performed Name & Title Of Supervisor	Specific Reason For Termination
FR	TO	PER		
FR	FR	\$		
TO	TO	PER		
FR	FR	\$		
TO	TO	PER		
FR	FR	\$		
TO	TO	PER		
FR	FR	\$		
TO	TO	PER		
FR	FR	\$		
	TO	PER		

I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary. I have no objection to making application for security clearance, if necessary, signing an employee agreement on confidential information and inventions, or taking a medical examination.

Signature of Applicant

Date of Signature

DO NOT WRITE IN THIS SPACE

Comments:

## *Questions Most Asked During Interviews*

1. What are your future vocational plans?
2. In what type of position are you most interested?
3. Why do you think you might like to work for our company?
4. What jobs have you held? How were they obtained? Why did you leave?
5. Why did you choose your particular field of work?
6. What percentage of your college expenses did you earn? How?
7. What do you know about our Company?
8. What qualifications do you have that make you feel you will be successful in your field?
9. What salary do you expect?
10. What are your avocations?
11. Do you prefer any specific geographic location? Why?
12. How did you rank in your graduation class in high school? Where did you rank in college?
13. What do you think determines an individual's progress in a good company?
14. What personal characteristics are necessary for success in your chosen field?
15. Why do you think you would like this particular job?
16. Are you looking for a permanent or temporary job?
17. Do you prefer working with others or by yourself?
18. What is the most important aspect of the work to you?
19. Can you take instructions without feeling upset?
20. Did you enjoy your last job? Why?
21. What have you learned from some of the jobs you have held?
22. Can you get recommendations from previous employers?
23. What interests you about our product or service?
24. What do you know about opportunities in the field in which you are trained?
25. Do you like routine work?
26. Do you like regular hours?
27. What is your major weakness?
28. Define cooperation.
29. Do you demand attention?
30. Do you have an analytical mind?
31. Are you eager to please?
32. What do you do to keep in good physical condition?
33. Have you any serious illness or injury?
34. Are you willing to go where the company sends you?
35. Is it an effort for you to be tolerant of persons with a background and interests different from your own?
36. What books have you read recently?
37. What type of people seem to rub you the wrong way?
38. Do you enjoy sports as a participant? As an observer?
39. What jobs have you enjoyed the most? The least? Why?
40. What are your own special abilities?
41. What job in our Company do you want to work toward?
42. Would you prefer a large or a small company? Why?
43. What is your idea of how industry operates today?
44. Do you like to travel?
45. How about overtime work?
46. What kind of work interests you?
47. What are the disadvantages of your chosen field?
48. Are you interested in research?
49. To what extent do you use liquor?
50. What have you done that shows initiative and willingness to work?

# *Preparing For The Interview*

## **MAKING THE INTERVIEW COUNT**

Prepare for the interview.

This means that you have all factual information necessary for the job at hand, such as school and previous work records, social security card number, license, proof of age, character references and, if pertinent, special certificates and samples of your work.

You may wonder how you should dress. The answer is simple. Just dress appropriately for the kind of job you are applying for. But most important of all, be sure you are neat and clean.

Be prepared to answer questions about why you want to work for this company, and on your interests, part-time work experience and ultimate goals.

Go to the interview alone. This is not a time to be accompanied by a friend.

You will probably be asked to fill out an application. Be sure to answer all questions truthfully, write neatly and clearly, and above all, spell correctly.

The following list was compiled to give you confidence before going to the interview. Memorize these points as they are the main DO's and DON'Ts during the interview.

1. Do come to the interview fully prepared.
2. *DO BE ON TIME*, even ten minutes early. If detained, call ahead and try to set up another appointment.
3. Do go to the interview with confidence. If arranged by a counselor or agency you will be expected and your record reviewed.
4. Do bring extra copies of your resume. Make them available for any additional members of the interviewing board.
5. Do think before you speak and respond to all questions clearly and to the point.
6. Do be yourself — relaxed, and self confident.
7. Do be specific — not vague in your responses or statements.
8. Do LOOK directly at your interviewer as you speak or respond.
9. Do use discretion when speaking about former employers, their sales, secrets, management or employees.
10. Do inquire fully — at the proper time, and if it has not been volunteered — about the position, the company, opportunities, future plans. Don't just give the impression you know everything there is to know about this company.
11. Do thank the interviewer after the session — regardless of the outcome of the interview.

## **DON'TS**

1. Don't load down your resume with details, explanations or unnecessary statements.
2. Don't leave gaps in your resume.
3. Don't talk too much during the interview. Doing so could indicate nervousness.
4. Don't repeat yourself. Doing so may reveal that you have nothing better to talk about concerning your possible job.
5. Don't go into working hours, vacation policies, holidays, sick leave, pensions, and similar fringe benefits. These will be discussed later in the interview.
6. Don't prolong the interview or attempt to get a positive commitment from the interviewer.

## *Your Conduct During The Interview*

Be positive in your approach during the interview, and know what you want in a job. Be interested and alert. You will naturally be a little nervous. Try not to show it. One way to overcome nervousness is to be friendly and responsive.

Stress your qualifications for the job and your interest in it. Emphasize those subjects, work experience, or military experience which might make you more qualified for the job than the other person. Remember, you're more apt to undersell than oversell yourself.



Remember, the interviewer can only know what you communicate and how you appear by the way you dress and act and how you answer questions. You are a capable person, as able as anyone else to fill the job opening. To make a good impression during the interview, follow these summarized guidelines listed below:

1. Dress properly and neatly. Don't wear far-out fashions for the interview.
2. **BE ON TIME.**
3. Do NOT smoke.
4. Don't chew gum or fiddle with objects in your hands.
5. Don't wear dark glasses. Let the interviewer get a good look at you.
6. Know all the information on your resume so you can answer questions correctly and quickly.
7. Be flexible about the working conditions and hours.
8. Do not make bad comments about previous employers.
9. Talk about the experience which qualifies you for the job.
10. Go to the interview alone.
11. Thank the interviewer.

## *Now That You've Got The Job – How To Hold It And Get Ahead*

So, now you have your first job and you think your worries are over. Well, they're not. It takes just as much effort to hold a job and advance as it did to get one — and this must be a continuing effort.

There are no easy rules to insure success on any job, and no one can guarantee your future. What you make of your job depends on YOU. You must continue to think, to plan, to prepare yourself, just as you did before you got the job.

You can get some ideas right now as to whether or not you will hold your job and get ahead. A great majority of people who fail to win promotional success or who lose their jobs or fail in business, do so because they cannot get along with other people.

It doesn't make any difference whether you are a shop or factory worker, office employee, salesperson, or in business for yourself. To be successful you must get along well with people — those you work for, those you work with, and those who work for you.

Most important of all, your success or failure depends on you. Like everything else, what you get out of a job depends on what you put into it. If you go to work with enthusiasm, convinced you can make a success of your job — with a willingness to work for that success — then you WILL be a success.



**CHOOSING IT, GETTING IT, KEEPING IT!**

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*in the interest of better community relations*



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